



**ICRC**

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

**Vacancy Advertisement  
ICRC – South Sudan**



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**FUNCTION:** Air Operations officer 1  
**PLACE OF EMPLOYMENT:** JUBA

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**PURPOSE**

Air Operations officer 1 is responsible for check-in passengers, weighting of luggage, dispatch passengers and luggage to and from the airport, stamping manifest and airwaybills, be aware of dangerous goods. Ensuring the good management and confidentiality of information.

**FUNCTION DESCRIPTION**

- Check-In passengers for RED flights at Delegation 1
- Weighing of all baggage (including hand luggage) and tag baggage to final destination. Make sure that no Dangerous or forbidden goods are present in any luggage. In case of extra luggage, assist Passengers to check it as cargo.
- Brief all passengers in detail about the full routing of the flight. As well as on the rules and regulations at Juba airport.
- Dispatching the passengers to the airport from Delegation 1
- Driving the luggage of the pax and distributing it accordingly
- Receiving pax at the airport/drive them back to Delegation 1
- Stamping the manifest and the Weigh Bill
- Load and offload the luggage of the pax
- Supervise the loading of the cargo flights
- Communicate on radio and telephone the movements of the aircraft to radio room
- Follow-up of water consumption for crew and passengers, and revert to team leader in due time for new water order (a week in advance)
- Data entry, regularly and accurately enter flight data into Air Ops database.

**MINIMUM REQUIREMENTS:**

- Some college coursework completed, or an Associate Degree is an asset.
- Equivalent additional vocational training in logistics or air transport management.
- A minimum of (1) year of relevant work experience or internship with an airline, FBO, flight department or airport.
- Experience in air transportation related occupation desired.
- Experience with a Humanitarian agency an asset.
- Knowledge of technical terminology.
- Driving licence (for manual transmission vehicles)
- Fluency in English and Arabic is required.
- Intermediate level in computer skills.

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The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

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**HOW TO APPLY**

Interested candidates should submit their application in English, to ICRC offices in Juba, Malakal, Bentiu, Yei, Bor and Wau or by email to: [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org) until Tuesday, 10<sup>th</sup> November 2020 to the HR Manager.

1. Motivation letter setting out why you are the suitable person for this role.
2. CV, copies of certificates and copy of nationality ID. Please clearly mark the position title in the subject title of your email.

**Only Short-listed Candidates Will Be Contacted. Applications Not Retained Will Not Be Returned**

